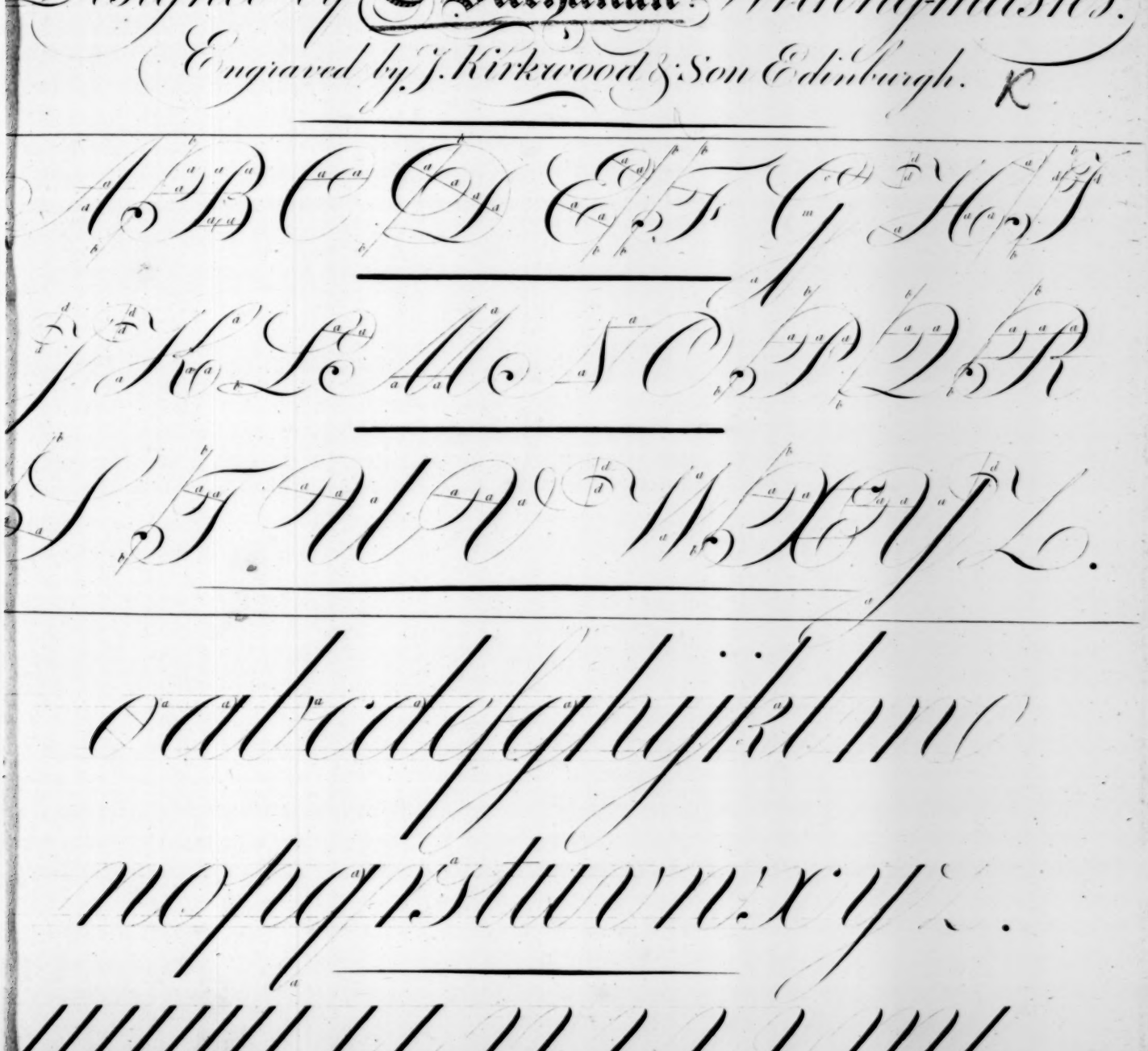
WRITING MADE EASY

Containing Specimens & Instructions

Sufficient to enable THE SCHOLAR TO WRITE a fine business hand

Designed by T. Buchanan Writing-master.

Engraved by J. Kirkwood & Son Edinburgh.



WRITING MADE EASY.

'Tis to the pen, the pencil, and the preſs,
We mortals owe what neither can expreſs.

A PRINCIPAL object of the preſent publication is to ſimplify the art of Writing and place it more within the reach of thoſe whoſe local ſituation, or other circumſtances, preclude them from the advantages of the beſt Maſters; to aſſiſt parents and teachers who have not made writing a ſtudy; yet who may from motives of conveniency find it neceſſary to teach it along with other branches of education.

The Specimens are not offered to the Public as faultleſs, or ſuperior to all others: on the contrary, the Author frankly acknowledges, that many inaccuracies are diſcernible, which may probably offend the eye of a nice critic; but he hopes the rules, while they point them out, will at the ſame time inſtruct the learner how they may be avoided. As plainneſs, neatneſs, and diſpatch, are eſſentially neceſſary to be ſtudied by the ſcholar deſtined for buſineſs, every hint that occurred, as having a tendency to gain theſe important points, has been unreſervedly introduced; ſo that he hopes, after examination and fair trial, it will be allowed at leaſt a fair claim to originality; and that the rules, and general ſtyle of the hand, viewed in connection with the other parts of the plan, will have a conſiderable effect in facilitating the Maſter's labour, accelerating the Pupil's improvement, fixing the taſte, and correcting bad habits.

Fantaſtic forms, and idle flouriſhes, are excluded in the round hand, as inelegant and ſuperfluous, and partly with a view to aſcertain the proportion more exactly, But it is not to be underſtood, that freedom and boldneſs are baniſhed, and that the art is reduced to a ſtiff mechanical proceſs; ſo far from it, that there is ſtill more room left, that the genius of true taſte would wiſh to occupy, and the ſame opportunities given that ever were, for the diſplay of every grace admiſſible in common buſineſs; writing, ſuch as, in rounding the turns, poliſhing the ſtrokes, ſwelling the ſhades, regulating the ſlopes, preſerving the diſtances, ſweetening the folds, keeping the heights, depths, and widths, exact and uniform, according to their particular forms and ſizes. In ſhort, it is preſumed, that thoſe rules, which are new, are calculated in a peculiar manner, not only to ſimplify, but to improve the art, by giving it a greater air of neatneſs, and a juſter proportion in each dependent part, in order to form an harmonious ſymmetry throughout the whole piece. It is however a matter of much regret, that there are ſo many, who neglect ſo important a requiſite in buſineſs, and, who, merely from a ridiculous affectation of ſingularity, caricature the letters in ſuch a manner, as not only to create many perplexing interruptions to the current of commerce; but occaſion many ſerious miſtakes and diſaſters. While another claſs, purely from a taſteleſs indifference about fine writing, acquire ſuch habits of careleſſneſs, that they ſeldom or never can leave them off; and which through time muſt render them very unhandſome book-keepers, and exceedingly improper perſons to inſtruct youth, how to form their hands, and to acquit themſelves with approbation, when buſineſs of importance ſhall be entruſted to their management.

Ornamental writing is properly the province of adepts in the art: indeed it is in this department that the greateſt latitude is given for the diſplay of genius; for whoever has ſeen the beſt performances of this kind, muſt confeſs, that they exhibit many pleaſing pictures, and diſcover a very great ſhare of ingenuity and dexterity, not only in the wild and beautiful order of the flouriſhes, but alſo in the artful manner of arranging the different branches, and balancing the general effect. Nor is this part to be conſidered merely as a fanciful accompliſhment; perhaps no invention is a greater ſafeguard to the banking and commercial intereſts. againſt forgeries, than a finely engraven piece of penmanſhip, when elegantly decorated, ſkilfully diſpoſed, and intricately wrought into that regular confuſion which places it beyond the reach of ſuch covetous villains as would deſperately attempt an imitation.

But the following ſyſtem, on account of its ſize and price, affords few other helps to the learner, who wiſhes to diſtinguiſh himſelf in this branch, than the plain alphabets; which, however, if carefully copied, will pave the way for more complicated pieces, which his ambition may afterwards excite him to deſign or to imitate.

DIRECTIONS FOR PEN-MAKING.

When you are to write upon ſtrong paper, made into books or ſeparately, make uſe of gooſe or ſwan quills; the beſt of which are large, heavy, clear, and hard: but for very nice writing, crow or ſwallow quills are preferable. Uſe a very ſharp knife; for if blunt, the pen will never have a clean ſtroke, though well enough ſhaped.

Do not ſcrape much off the back of the quill; for that waſtes the moſt elaſtic part of it, and renders the pen feeble.

For large text, (ſee plate fig. 1.), make a long ſlit, (a), for it will write free; a point nearly as broad (b) as the ſhade you intend it for, that it may require little preſſure from the fingers to make it, and of conſequence laſt longer; for a pen preſſed hard upon the paper will naturally wear ſoon, and tire the hand. Make the ſhoulder (c) high, that it may carry a quantity of ink; and, if a large quill, at a conſiderable diſtance from the point, to give it a greater degree of elaſticity. The ſcoop (d) you may make long or ſhort, as it does not affect the writing. When you make the point, a ſmart perpendicular cut is the beſt; though ſome make a ſlope cut firſt, then nearer the point they make a perpendicular one; and others thin the back of the point, by a circular motion of the knife in the cutting. When you make the ſlit, hold the edge of the nail of your left thumb upon the back of the quill, where you want it to ſtop at. Endeavour to have it clean; for if jagged, the two ſides will not eaſily paſs clear of one another in writing, and conſequently occaſion a foulneſs in the lines.

Avoid a common error, of making one ſide of the point longer than another; for though it cannot fail of giving a a fine hair ſtroke, yet it will not make good ſhades, nor an agreeable or durable pen.

For running hand (fig. 4.), the ſame directions will anſwer: only you may make the point (b) a little finer, yet broader than the ſtroke you intend it for. For very nice writing, (fig. 3.), make the ſlit (a) very ſhort, little or no ſhoulders (c), and the point (b) broad or narrow, according to the ſize of the writing.

For German text, (fig. 2.), or any of the ſquare hands, the ſame pen will anſwer as for the round text, only a little broader in the point, lower ſhoulders, and ſhorter ſlit. For printing, uſe the ſame pen; unleſs it be for ſomething very fine; then uſe (fig. 3.) the pen for fine writing. For flouriſhing, uſe the pen for the running hand, (fig. 4.); or you may uſe the fine pen (fig. 3.) to form the outline, and ſhade it afterwards; which may be done with very pale ink, and the ſhades darkened with Indian ink.

ATTITUDE FOR WRITING.

Do not ſtoop much; for your breath will damp your paper; and, by contracting your cheſt, ſoon tire you and endanger your health.

Lean

Lean moſtly upon your left arm, and keep it out from your body upon the deſk; let the right be cloſer to your ſide, but as much at liberty as poſſible. Do not move your head from ſide to ſide when you write; for it is not only ungraceful, but tends to deceive you in the ſlopes of your ſtrokes, and to render your writing irregular.

OF HOLDING THE PEN.

Point the pen, (l), in writing the round hand, up to your right-ſhoulder; and always let both ſides of the pen (f) have an equal ſtrain upon them in coming down; for this will prevent any of the ſides from wearing ſooner than the other: but, in writing the ſquare hands, keep it more perpendicular. Hold the pen looſe in your hand when you write to diction, the ordinary buſineſs letter-hand, or flouriſhing; but firmer when writing the large round text, and firmer ſtill when writing with the fine. *N. B.* A north light is the trueſt.

Lean the weight of the hand (g) which writes upon the tip of the little finger (h); keep the ring-finger (i) lying within the little one, to be out of the way of the pen in going up and down; keep the fore and mid fingers nearly ſtraight, and the two firſt joints (k) of the fore finger lying moſtly upon the back of the pen.

Keep the firſt joint of the thumb (l) bended outwards, and the point (m) againſt the pen oppoſite the firſt joint of the fore finger.

In writing the current hand, keep the point of the pen an inch from the point of the mid finger, and you will write more uniform, quicker, and longer untired, than by keeping it ſhorter. In writing very fine, however, you muſt keep it ſhorter, though you ſhould tire ſoon, in order to render your hand ſteadier, and your ſtroke finer.

Some lean moſtly upon the wriſt (g) of the hand, in writing quick: and others, who have acquired a ſtill greater degree of freedom and celerity, lean principally upon the arm: but thoſe generally write very indiſtinctly: a defect of all others the moſt reprehenſible.

NEW RULES FOR WRITING THE ROUND HAND, FOUNDED UPON THE TRUEST PRINCIPLES OF BEAUTY.

The common ſlope line is about an angle of 54 degrees; and is uſed in deſcribing the capitals, by bounding thoſe folds, dots, or turns, which it paſſes by, ſo as to touch them on the left hand. See (b), in deſcribing the capitals on the title page.

The horizontal lines paſs through the ſpaces betwixt the ſtrokes, (ſee *a*, *a*, *a*, in *B*. &c. capitals, title-page), in the different members of the letter, and ſhow their wideneſs and uniformity.

A ſhade is the thickneſs of the ſtroke, or as broad as the point of the pen: a dot is as thick as the ſhade, and is commonly raiſed half a height in capitals.

SMALL OR SINGLE LETTERS.

o. Begin this letter at (a), and ſwell the ſhade as in the copy; it is the common meaſurer for all the reſt, and it meaſures itſelf, by making it twice as long as it is broad. Its wideneſs is called a breadth, and its height a length.

The firſt thing a ſcholar ſhould be taught, after he can hold the pen, is to make plain black ſtrokes, which ought to be ſtraight, bold, and regular in their diſtances, ſizes, and ſlopes, keeping a breadth betwixt each; and ſhould be kept writing them till he can make them decently, hold the pen right, and move it eaſily. The next thing he ſhould learn is, to make an *i*, and to continue the ſhaded part of the ſtroke downward, till he begins to turn it at the bottom; then as the turn begins, the ſhade decreaſes, and is totally gone to a hair-ſtroke, when it is half-round, or at the bottom:

The

The firſt part of an *m* begins with a hair-ſtroke, and continues ſo till it reaches the higheſt part of the turn, when the ſhade commences, and gradually increaſes till it aſſumes a ſtraight direction; then it proceeds fully ſhaded in the common ſlope to the bottom, and leaves off abruptly, as if clipped by a pair of ſciſſars.

a. In making this letter, form the *o* firſt, and let it be a ſhade narrower than if it were to ſtand ſingle. (This rule applies to every letter of this form, ſuch as *d*, *g*, &c.). Join the *i* to it at (a), nearly a tenth part from the top; if the two parts touch one another, it is ſufficient; and don't mix them, for the ſhade makes up the breadth required.

b. This letter, like all thoſe that riſe above the line, except the *t* and the *p*, may be made about two lengths, or as high as the capital. It is folded in the top, in current hand, by an equal bend on each ſide, but ſtraight in the large text. The ſmall ſhade at (a) may be left only outlined, or filled up at pleaſure, but inclined at the top inwards.

c. You may either make your dot firſt at once, or after you have the body of the letter finiſhed.

d. See *a*, only make the ſtem as high as the capital.

e. Make the fold in this letter one third of a breadth in wideneſs.

f. This letter is very ſlender in the ſhade, till it paſſes the loweſt line, in the large hand, and may be either folded at the bottom with two thirds of a breadth, or left off abruptly. The fold at the top is only one half of a breadth, and the one at the bottom a little wider.

g. The fold at the bottom is probably wide enough at two thirds of a breadth, like all the other letters folded at the bottom, with an eaſy and mutual bend of both ſtrokes; it looks beſt with two lengths below in the large hand, a little more in the current hand, but not ſo long as to interfere with the ſtems of the line beneath it.

i. Place the dot of the *i* and *j* half a length above the line, on a line with the top of *t* and *p*.

k. Keep the turn at *a* as wide as the turn at *c*.

p. The firſt ſtroke may riſe half a length above the line, and ſink a length and a half below the loweſt line.

q. This letter turns up at (a) on the right ſide of the ſhaded ſtroke, at one third of a breadth diſtance.

r. The finiſhing part of this letter (a) occupies one third of a breadth; conſequently, when it is joined to any other letter, a breadth or third muſt be allowed; as *rs*, *ra*.

s. Let the greateſt wideneſs and ſwell of the ſhade be about the middle; raiſe the dot a little above the line, and leave it upon the hair ſtroke.

t. Riſes half a ſize above the upper line. See *i*.

Lift the pen as ſeldom as poſſible:—take the hair-ſtrokes neatly out from the bottom, in the current hand;—or, if you are afraid of blotting, lift the pen, and gently touch the ſhade in joining the hair-ſtroke.

N. B. Theſe rules are deſigned for the large text; in half-text, the ſtems are conſiderably longer; in the current hand, the diſproportion is ſtill greater, though the folded ſtems ought not to exceed three lengths of a current *o*, either above or below the lines.

Any other directions ſeem unneceſſary, if the above are well attended to: only it may be obſerved, that a breadth goes between every letter, except where an *r* joins an *s*, as noticed before; or when a hair-ſtroke comes between two full-ſhaded ſtrokes, (ſee *a* between *l*, *m*), the diſtance muſt be a ſhade narrower, as when *m* joins *n*. The reſt muſt be acquired by imitation. The diſtances between words are a breadth between hair-ſtrokes, as *line*, *mine*; but one and a half between body-ſtrokes, as in *man*, *plain*.

CAPITALS. See Title Page.

A. At the lower *a* is commonly a breadth, and at the higher, three-fourths. The hair-ſtroke croſſes it, parallel to the line, about the middle.

B. This

B and *D*. To beginners these letters, with most of the capitals, are very difficult to imitate; but the lines if properly studied will render them exceedingly simple, and any further description of them unnecessary.

G. Make the folds *a* and *c* the same wideness, and as wide at *m* as them both.

H. Make the spaces marked (a) all the same wideness.

L. Make the fold at *b* half as wide as *a*, and let *a* be a breadth in wideness, as in all the rest marked (a).

Note, When two or more referring characters of the same kind occur in describing, they shew, that the spaces where they are placed are the same in breadth; but this with every other characteristic description of the work will require a considerable share of attention, from the pupil to discover that beauty and simplicity which they obviously add to every letter they describe.

FOR THE SQUARE HANDS.

The rules for the round hand, regarding distances, are pretty applicable to German text, &c. &c.; only care must be taken to make all the strokes perpendicular; and as to the minutiæ of their particular forms, they must be acquired by practice, more than from any written instructions that can be given.

RECEIPT TO MAKE A SCOTCH PINT OF BLACK INK.

Take six ounces galls, two ounces copperas, two ounces gum-arabic, a Scotch pint of rain or river water, boil two ounces logwood, strain it through a cloth, and mix the whole. Shake it once every day, and in eight days it will be fit for use.

EXERCISES TO BE WRITTEN BY THE SCHOLAR, ACCORDING TO THE PRECEDING RULES.

L E T T E R S.

FROM A SON TO A FATHER.

London, 9*th April* 1797.

Honoured Sir,

Conscious of my duty to so worthy a parent, I cannot omit an opportunity of convincing you of my diligence, although my progress should not be found answerable to my intentions. I am now sensible that a proper command of the pen adds a peculiar dignity to the man of business; and as this cannot be acquired, under the direction even of the best of masters, without a suitable application on my part, and frequent exercise by myself, I shall take care that your expence and indulgence shall not be bestowed in vain.

I am,

Honoured Sir,

Your most dutitul Son.

FROM A FATHER TO HIS SON.

Greenock, 19*th April* 1797.

Dear Son,

Every instance of your duty and affection enhances my esteem, and serves to promote my expectation of your future appearance in the world. I admire your proficiency in writing; and I hope your progress in your other studies is in some measure adequate thereto. Skill in arithmetic and merchants accounts is founded on reason; but facility of operation, accuracy, and dispatch, depend upon reiterated practice.

As you have the advantage of the best masters, I shall expect every thing from their instructions and your industry.

I am,

Your most affectionate Father.

A MERCHANT'S LETTER.

GREENOCK, 10th *April* 1797.

MR. ABRAHAM VINT,

SIR,

BE kind enough to ſhip, to the addreſs of Mr. James Ingram, my ſupercargo, Kingſton, Jamaica, as follows.

12 hhds porter, 15 laſts meſs beef, 7 pieces linen, 12 laſts meſs pork, 3 paper; whereof ſend me your invoice, and a copy of the ſhipmaſter's receipt; which ſhall oblige me to account to you for the value. In the mean time, receive Kerr on Grahame, Edinburgh, at 50 d. d. per L. 100; and when I receive the invoice, you ſhall be further remitted, if neceſſary, I beg all the diſpatch and economy neceſſary. And am,

Sir,

Your moſt obedient Servant,

ROBERT CUNNINGHAM.

ANSWER.

MR. CUNNINGHAM,

SIR,

AGREEABLE to your order, I have ſhipped on board the Jenny of Leith, Captain Munn maſter, addreſſed to Mr. James Ingram merchant, Kingſton, Jamaica, as per invoice, and ſhipmaſter's receipt, herein incloſed. I hope the cargo will give ſatisfaction, and come to a good market.

I have given you credit for your remittance, and you can order the balance at your convenience.

ſhall be proud of your further orders. And am,

Sir,

Your moſt obedient Servant,

A. VINT.

A MERCHANT'S LETTER.

GREENOCK, 19th *April* 1797.

MR. JOHN WILSON,

SIR,

SINCE mine of the 15th, I have yours of the 12th, covering Hunter on Robertſon, at 60 d. d. per L. 200, which is accepted.

I now incloſe you,

Tomkins on Richards, of 17th, at 40 d. d.	L. 500
John Donaldſon's promiſſory note, at 20 d. d.	500
At your debit,	L. 1000

And I have valued on you of this date,

To John M'Allifter, 30 d. d.	L. 370
To John Ronald, 20 d. d. per	520
At your credit,	L. 890

I ſhall attend to your commiſſion. And am,

Sir,

Your moſt obedient Servant.

DITTO.

GLASGOW, 12th *April* 1797.

MR. GEORGE GINTINGS,

SIR,

HAVING completed my apprenticeſhip with your old chapman Mr. Trader, I have now ventured to ſet up for myſelf. The purport of this is to deſire you to ſend me, per the firſt opportunity, 4 pieces of doulas; 6 pieces holland, at 2s. to 3s. 6d.; 5 pieces cambric, at 8s. to 10s.; 12 pieces bluehartfords; 6 pieces muſlin, at 10s. to 14s. I hope you will be as eaſy to me as others, and to enable me to ſell my goods as cheap as my neighbours. Your diſcretion in this may perhaps be an introduction to a larger correſpondence. I have ſent you herewith, incloſed, a bill of L. 70, on Mr. James Steel, grocer, Lombard Street, (to whom I have this day given advice), payable at ten days ſight. Draw upon me for the reſt when you pleaſe, and your bill ſhall be duly honoured, by,

Sir,

Your moſt obedient Servant,

ROBERT YOUNGSTER.

ANSWER.

LONDON, 12th *June* 1797.

MR. ROBERT YOUNGSTER,

SIR,

YOURS of 27th inſtant came to hand, which is now accepted. My maſter being called out of town on buſineſs, could not have time to anſwer yours himſelf; but

but ordered me to write you, that he takes it very kindly, and is much obliged to you, that you have given him the first offer of your money; and assures you, that he will use you so well, and go so low, that you shall have no reason to repent. I have taken care to put up as choice goods as any in town, and have sent them by James Kerr, the carrier. The particular quantities and prices you have in the annexed bill of parcels, amounting to L. 143: 5: 4. My master hopes he shall have your orders for what further you have occasion for in his way. I remain, for Mr. Gintings,

Sir,

Your humble Servant,

PETER CAREFUL.

BILL OF PARCELS.

MR. ROBERT YOUNGSTER,

Bought of GEORGE GINTINGS,

4	pieces doulas,	contg 112 ells, at 1s. 2d.	L. 6	10 8
3	—— holland,	—— 60 ells, at 2s. 4d.	7	0 0
3	—— ditto,	—— 70 ells, at 3s. 4d.	11	13 4
5	—— cambric,	—— 40 ells, at 9s.	18	0 0
3	—— ditto,	—— 24 ells, at 9s. 6d.	11	8 0
12	—— bluehartf.	—— 260 ells, at 8d.	8	13 4
2	—— muslin,	—— 40 ells, at 12s.	24	0 0
4	—— ditto,	—— 80 ells, at 14s.	56	0 0
			L. 143	5 4

LONDON, 16*th April* 1797.

MR. WILLIAM WATSON,

Bought of WILLIAM JAMIESON,

24	yards velvet,	at 22s.	L. 26 8 0
20	—— sattin,	at 14s. 6d.	14 10 0
30	—— flowered damask,	at 12s.	18 0 0
12	—— lutestring,	at 7s. 8d.	4 12 0
24	—— Venetian silk,	at 14s.	16 16 0
10	—— sprigged tabby,	at 7s.	3 10 0
			L. 83 16 0
	By cash,		83 16 0

WM. JAMIESON.

LONDON, 16*th April* 1797.

MR. ROBERT M'CONACHY;

Bought of ARCH. M'LACHLANE & CO.

	cwt.	q.	lb.			L.	s.	d.
Sugar, 2 hhds. contg	16	2	0	at 25s. p. cwt.		20	12	6
Raisins, 2 bar. ——	2	2	14	at 30s.	——	4	2	6
Pepper, 1 bag, ——	2	3	14	at L.7.	——	20	2	6
Prunes, 1 cask, ——	6	0	0	at 22s.	——	6	12	0
Ginger, 1 bag, ——	4	2	0	at 33s.	——	7	8	6
Currts, 1 butt, ——	18	2	0	at 45s.	——	41	12	6
						L. 100	10	6

GREENOCK, 12*th February* 1797.

MR. ARCHIBALD MORISON,

SIR;

HAVING procured from one of my correspondents here a bill on Messf. Fraser and Clark, bankers, London, value L. 40, I have remitted it to you, desiring you to credit my account for the same, together with L. 2. for discount. I doubt not but it will receive due honour. And I remain,

Sir,

Your humble Servant,

JOHN DENNISTON.

L. 40. PORT GLASGOW, 8*th Feb.* 1797.

ONE month after date, pay to Mr. Robert Bannatyne, or order, forty pounds, value received, as advised by.

Gentlemen,

Your most humble Servant,

To Messf. Fraser & Clark, Bankers, London. } ALLAN KERR.

EDINBURGH, 25*th April* 1797.

MR. WILLIAM HUMPHRY,

SIR,

AGREEABLE to your request, I have herein inclosed you a draught, at sight, on Messf. Paywell and Company, merchants, London, for L. 140, 7s. which is the balance of your account.——I remain,

Sir,

Your most humble Servant.

EDINBURGH,

EDINBURGH, 25*th February* 1797.

AT ſight pay Mr. William Humphry, or order, one hundred and forty pounds, value received, without further advice from,

Gentlemen,

Your humble Servant,

To Meſſ. Paywell, & Co.
Bankers, London. } JOHN HILL.

A PROMISSORY NOTE.

L. 500. LONDON, 26*th April* 1797.

I PROMISE to pay to Mr. William Kilpatrick, or order, on demand five hundred pounds, value received, for ſelf and Company,

MATTHEW GLASSFORD.

Lombard Street, London.

MR. ALEX. SHANNAN,

Bought of HERON, BROUNLIE, & Co.

2 dozen of ivory Chineſe knives and forks, at 15s. p. doz.	L. 1 10 0
1 ditto, ditto, deſerts, at 10s.	0 10 0
1 dito, ditto, common ſham-back table ditto,	0 2 9
2 four dozen knife-caſe, poliſhed furniture,	1 1 0
	L. 3 3 9

Received the contents in full.

HERON, BROUNLIE, & Co.

AN ACCOUNT-CURRENT.

MR: EDWARD WILLIAMS, in Account with

Dr.	A. GALLOWAY.		Cr.
1797.	L. s. d.	1797.	L. s. d.
Jan. 15. To wares,	3 2 0	Feb. 17. By Caſh,	3 0 0
25. To do,	0 10 9	Mar. 28. By do,	2 2 0
Feb. 14. To do,	6 7 0	Apr. 15. By do,	4 4 0
Mar. 19. To do.	2 13 0	By balance due,	3 6 9
	L. 12 12 9		L. 12 12 9
To bal. due as per contra.	3 6 9		*Errors excepted.*

A BILL ON BOOK DEBT.

MISS JEANIE LANC,

1797. *Bought of* ROBERT EWING & Co.

Jan. 24.	To 1 neat ſilver-mounted morocco pocket-book,	L. 0 5 0
	To 1 ſilver thimble,	0 1 6
Jan. 29.	To 1 paper ſnuff-box,	0 1 6
Feb. 1.	To 1 pair fine London gilt ſleeve-buttons,	0 1 0
		L. 0 9 0

Received, 14th Feb. 1797, the contents in full, and all demands, ROBERT EWING & Co.

BOOK OF HOUSE-EXPENCES.

1797. Houſe-expences Dr to Caſh.

Jan. 1.	Bread, 2s. beef, 18 lb. at 4d. per lb. 6s.	L. 0 8 0
	A leg of mutton, 3s. 6d. potatoes, 2d.	0 3 8
	1 lb. tea, 8s. 14 lb. ſugar, at 9d. 10s. 6d.	0 18 6
2.	A firkin beer, 3s. 6d. a gooſe, 2s. 6d.	0 6 0
	Butter, 1s. ſalt and greens, 3d.	0 1 3
3.	Paid the butcher,	0 8 5
	A pair ſhoes, 7s. 6d. coals, 5s: 6d. baker's bill, 2s.	0 15 0
		L. 3 0 10

Note, As theſe examples are merely intended to improve the Scholar's hand, and are copied from common ſchool books, thoſe who wiſh for a greater variety are referred to them; but if elegant and ſuitable compoſition is wanted, they on account of the change which take place in mercantile forms of letters, accounts, &c. are perhaps not the beſt at preſent.

CARDS OF COMPLIMENT.

CARDS of compliment ſhould be ſhort, eaſy, and conſiſtent with politeneſs. They muſt begin with the title and ſtyle of the writer; and care muſt be taken, immediately after, to mention in a reſpectful manner the ſtyle or title of thoſe to whom they are addreſſed: they muſt contain but one ſubject, and that ſhould be expreſſed with elegance and perſpicuity.

MISS CUMMING's reſpectful compliments to Lady Grand; intreats the honour of her Company this afternoon to a diſh of tea.

Monday, noon.

LADY GRAND's compliments to Miſs Cumming; is happy to accept her agreeable invitation.

Monday, noon.

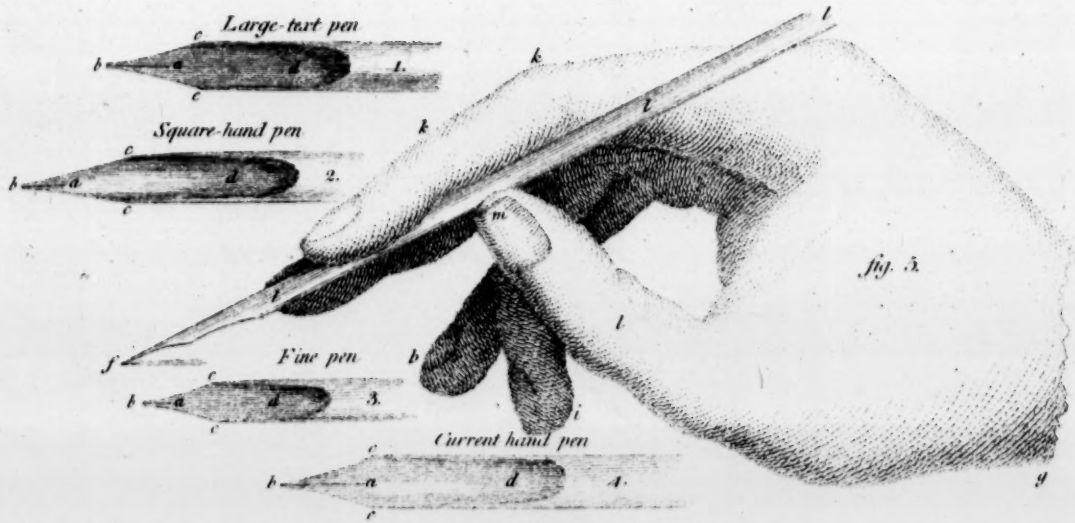
MRS. FLAMINJO's compliments to Miſs Swan; hopes ſhe got ſafe home, and is in health, after the fatigue of ſitting up ſo late.

Monday, evening.

MISS SWAN's compliments to Mrs. Flaminjo; got home perfectly ſafe, and is extremely well; returns reſpectful thanks for her obliging inquiries.

Monday, evening.

beginners lessons.



on mny ghisme

Antediluvian

Becomingly

Commissioner

Denunciation

Encouraging

Fascination

Generalissimo

Hammermen

Inconvenient

Koningsberg

Licentiousness

Mismanaging

Nonconformity

Organization

Procrastinate

Qualifications

Revolutionary

Sequestration

Trigonometry

Uncommonly

Ventriloquism

Washington

Xenophon

Youthfulness

Attention to duty recommends
Brave minds condemn cruelties
Communicate opinions cautiously

Detraction entertains bad men
Encouragement inspires genius
Friendship exists only in virtue

Goodness is real greatness
Human nature is ambitious
Inconveniencies attend all states

Kingdoms undergo many changes
Laziness is highly unbecoming
Mismanagement occasions losses

Nature's lessons are instructive
Omniscience and omnipresence
Providence superintends creation

Querulous tempers are vexatious
Resentment is unamiable in men
Seneca died with magnanimity

Truth is a permanent Beauty
Unanimity creates firmness
Venerate virtuous old men

Wisdoms admonitions are just
Kinemes patronized learning
Young minds are thoughtless

Zuinglius the religious reformer

Arithmetic

9+8-7×6÷5=12:2 1/4::32 1/8:66..25 7/8 at 6s = £1,38.958 at 5 p.c. Cent for 66 days = 2.9307 1/4 . Noidows.

Advantages frequently tempt Men to roguery

Bravery is connected with many virtues

Clownishness is different from genuine modesty

Dissimulation in youth makes age perfidious

Envy flames highest among contemporaries

Force and fraud are the engines of villany

Greatness of mind commands admiration

Honesty is mans highest honour & consolation

Ignorance and novelty always excite wonder

Knowledge is a poor accomplishment without virtue

Learning ought to be considered as a pleasure

Mankind do most good and harm to one another

Nothing can be profitable which is dishonest

Obedient children are endearing to parents & teachers

Piety and knowledge can reform mankind

Quiet dispositions enjoy the greatest contentment

Rational christianity is sound philosophy

Sensibility of mind creates many disquietudes

Truth needs not the foreign ornament of Sophistry

Ungrateful men are universally reprobated

Virtue procures the esteem of friends and enemies

Wisdom uniformly recommends her followers

Xenocrates the philosopher taught with severity

Youth ought to respect the admonitions of age

£ 352

Greenock 1st April 1797

Twelve months after date pay to me or my Order Three hundred and fifty two pounds ster. value rec.

Messrs Hunter Robertson & Co. Merchants Edinburgh.

Robert Money

London 23. November 1797

Received from James Cunninghame Esq. Twenty Seven pounds sterling being in full of all demands.

£ 27

Reynard Fairface.

'Tis with our judgements as our Watches, none
Go just alike but Each believes his own.

Popes Essay on Criticism.

GERMAN TEXT & OLD ENGLISH

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll

Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx

Aa Bb Cc Dd Ee Ff Gg Hh Ii Kk Ll Mm Nn Oo

Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz &

ROMAN PRINT

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm

Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

ITALIAN PRINT

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm

Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

ENGROSSING HAND

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn

Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading 1 2 3 4 5 6 7 8 9